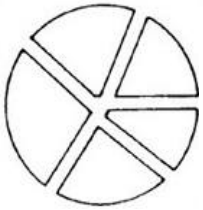


Review and Comment Application

CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
55 Trinity Avenue S.W., Suite 3400
Atlanta, Georgia 30335
(404) 330-6200 FAX (404) 658-6734

January, 2005



CITY OF ATLANTA
ATLANTA URBAN DESIGN COMMISSION
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Certificate of Appropriateness Application Package Step by Step Checklist

- ☐ Look over the **REVIEW AND COMMENT PROCESS**.
- ☐ Refer to the Deadlines for Review and Comment Applications table for deadline and corresponding hearing date. *Please note: sign posting is not applicable to Review and Comment applications.*
- ☐ Applicants should **submit ALL relevant** materials to enable the Atlanta Urban Design Commission to understand the proposal and its impact on the surroundings. All applicants submitting a **Review and Comment Application** to the Atlanta Urban Design Commission must provide two (2) to-scale set of plans and twelve (12) sets of reduced plans (no smaller than 8 ½ " X 11"). In addition, it will be necessary to submit 12 copies of any other materials the applicant would like the Commission to consider (i.e. photographs, project description, cover letter, etc.).
- ☐ Complete application in full and return it to the Commission staff with original signatures before 5:00 pm on the appropriate deadline date.
- ☐ The Atlanta Urban Design Commission will publish and mail to you an **Agenda** for your hearing date.
- ☐ The Atlanta Urban Design Commission will fax a **Staff Report** to you regarding your application prior to your hearing date. Review the staff report prior to the meeting. (This is the staff's assessment of your project per the relevant resolutions).
- ☐ At the Atlanta Urban Design Commission Meeting you can make a **Presentation** about you proposal.

Review and Comment Process

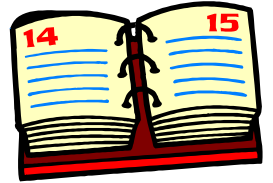
Step One:

Obtain appropriate application materials from the Atlanta Urban Design Commission and check the deadline schedule to determine important dates and deadlines for your application.



Step Two:

Submit completed application, with original signatures, and all supplemental material by 5:00 p.m. on the appropriate deadline.



Step Four:

The Urban Design Commission meets on the 2nd and 4th Wednesday of every month at 4:00 p.m. in City Council Chambers. The Commission is comprised of 11 city residents, each with a required professional background and appointed by the Mayor and the City Council. Consult the deadline schedule for the hearing date that corresponds to your application deadline.



Step Three:

The Commission staff will distribute copies of your application materials to the Commission members for review. The commission staff will also prepare a Staff Report to review the application for compliance with the City's Historic Preservation Ordinance and other regulations specific to your application. Copies of this report are given to Commission members, faxed to the applicant, and made available to the public prior to the meeting.

Step Five:

At the Commission meeting, each applicant will have ten minutes to present his or her application. Anyone opposing the proposed work will also have ten minutes to make a presentation to the Commission. Commission members may ask questions of the applicant and other parties. The Commission will decide to support your application, support your application with conditions, or oppose your application.



Step Six:

If a Letter of Support is approved, you may complete your application for a building permit.

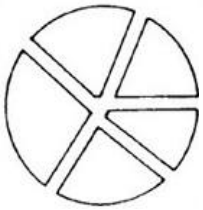
Step Seven:

If a Letter in Opposition is approved, the Atlanta Urban Design Commission strongly encourages you revise your project to address the comments of the Commission before obtaining a building permit.



2005 DEADLINES FOR
Review and Comment
APPLICATIONS

Application Deadline	Sign Posting Deadline	Hearing Date
December 27	January 3	January 12
January 10	January 17	January 26
January 24	January 31	February 9
February 7	February 14	February 23
February 21	February 28	March 9
March 7	March 14	March 23
March 28	April 4	April 13
April 11	April 18	April 27
April 25	May 2	May 11
May 9	May 16	May 25
May 23	May 30	June 8
June 6	June 13	June 22
June 27	July 4	July 13
July 11	July 18	July 27
July 25	August 1	August 10
August 8	August 15	August 24
August 29	September 5	September 14
September 12	September 19	September 28
September 26	October 3	October 12
October 10	October 17	October 26
October 24	October 31	November 9
November 7	November 14	November 21
November 28	December 5	December 14



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Application# _____

Date Accepted _____

Review and Comment Application

Applicant's Name _____

Applicant's Address _____ City _____ State _____ Zip _____

Phone # _____ Fax # _____ E-Mail _____

DESCRIPTION OF PROPERTY:

Property Address _____

Name of Property or District _____ Designation Type _____

County _____ District (Please Circle) 14 15 17 Land Lot _____ NPU _____ City Council District _____

DESCRIPTION OF PROJECT:

Describe clearly and in detail **ALL** new construction, alterations, repairs or other changes to the exterior appearance or site proposed for property under consideration. (Use additional pages as necessary).

ADDITIONAL MATERIALS REQUIRED:

Any relevant materials to support your project must accompany this application. This may include a site plan, elevations, photographs or specifications including materials and any other graphic information appropriate for a particular application.

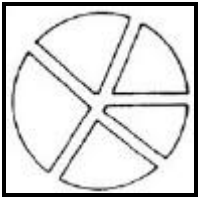
Materials Submitted: *(please check only the ones that apply)*

- ☐ Site plan including relevant dimensions, all existing improvements, and **all** proposed work.
- ☐ Relevant photographs of existing conditions.
- ☐ Elevations including existing and proposed materials, scaled sketches, accurate grade lines, and existing and proposed dimensions.

I HEREBY AUTHORIZE THE STAFF AND MEMBERS OF THE ATLANTA URBAN DESIGN COMMISSION TO INSPECT THE PREMISES OF THE ABOVE DESCRIBED PROPERTY. I HEREBY DEPOSE AND SAY THAT ALL STATEMENTS HEREIN AND ATTACHED STATEMENTS SUBMITTED ARE TRUE TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT OR AGENT FOR APPLICANT

EXECUTIVE DIRECTOR, AUDC



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Economic Incentives for Historic Preservation

Landmark Historic Property Tax Abatement Program

The owner of an income-producing building, which is listed in the National or Georgia Register of Historic Places and has been designated by the City of Atlanta as a Landmark Building or a contributing building in a Landmark District, may obtain preferential property tax treatment. The building must be in standard repair or already have undergone rehabilitation. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market values of the building and up to two acres of land surrounding it, is frozen for eight years at the level existing at the time of application and certification. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. The application for this tax freeze must be filed by December 31st of the year before the freeze will go into effect. For further information, contact Karen Huebner, Atlanta Urban Design Commission, 55 Trinity Avenue, SW, Suite 3400, Atlanta, Georgia 30335-0331 (404-330-6200).

Rehabilitated Historic Property Tax Abatement Program

The owner of a building, which qualifies for listing in the Georgia Register of Historic Places and has undergone a major rehabilitation initiated after January 1, 1989, may obtain preferential property tax treatment. For purposes of tax assessment for City of Atlanta taxes, excluding bonded indebtedness, the fair market value is frozen at the pre-rehabilitation level for a period of eight years. In the ninth year, the fair market value is fixed at one-half the difference between the frozen value and the current fair market value. Qualifying rehabilitations must meet the standards promulgated by the Department of Natural Resources and must have increased the fair market value of the building by not less than 50% for owner-occupied residential real property, or not less than 100% for income-producing real property. The application for this tax freeze must be filed by December 31st of the year before the freeze will go into effect. For further information contact the Georgia Department of Natural Resources, Historic Preservation Division, 47 Trinity Avenue, SW, Suite 414-H, Atlanta, Georgia 30334, (404-651-5567).

Federal Tax Credit Program

If a property is listed on the National Register of Historic Places, the owner or long-term lessee of an income-producing property is entitled to an investment tax credit of up to 20% of the qualified rehabilitation expenses of a substantial rehabilitation performed in accordance with the U.S. Secretary of the Interior's Standards for Rehabilitation. All buildings, sites and districts designated by the City of Atlanta are required to meet the criteria for listing on the National Register of Historic Places. For further information, contact the Georgia Department of Natural Resources at the address and telephone number above.

City/County Enterprise Zone Tax Abatement Program

Ad valorem property tax exemptions covering a ten-year period can be obtained by owners of qualifying historic multi-family and non-residential structures located in enterprise zone eligible areas. There is no minimum acreage requirements for proposed zones. Structures suitable for rehabilitation/renovation must provide a minimum of four multi-family housing units. For further information, contact the Atlanta Bureau of Planning, 55 Trinity Avenue SW, Suite 3350, Atlanta, Georgia 30335-0310 (404-330-6145).

Development Impact Fee Exemption

The owner of a city-designated Landmark Building or a contributing in a Landmark District, which will undergo a rehabilitation or conversion, may obtain a 100% exemption from the payment of Development Impact Fees for building permits associated with the rehabilitation/conversion project. Such an exemption must be obtained prior to the issuance of a Building Permit. For further information, contact Chuck Adair, Atlanta Bureau of Buildings, 55 Trinity Avenue SW, Suite 3900, Atlanta, Georgia 30335-0309 (404-330-6153).

Façade Easements

A preservation easement is a legally enforceable commitment by a property owner to preserve the facades of a historic structure so that its exterior architectural features remain unchanged in perpetuity. Properties must be National Register-eligible structures. Federal and State income tax deductions can be taken as well as the possibility of other tax advantages related to a property's decrease in value as a result of an easement donation. For further information, contact Easements Atlanta, Inc. c/o the Atlanta Preservation Center, 327 St. Paul Avenue, SE, Atlanta, Georgia 30312 (404-688-3353)